

**Department of the Navy  
Human Research Protection Program**

**20 May 2005 News Blast**

Now that the Department of the Navy's Human Research Protection Program (DON HRPP) has assurance and research approval authority from the Director Defense Research and Engineering (DDR&E; see the 29 April 2005 email), we are working to build one unified program.

We will keep you informed through periodic emails (news blasts, items of interest, new instructions and guidance), and through a new DON HRPP website, to be available soon.

Some key information:

**1. DON HRPP Directory.** This directory (see attached Excel file) includes vital information about each DON command that conducts research with human subjects regardless of whether the research is supported by R&D, ONR, CIP, or other sources. Each command is responsible for submitting updated information to keep the directory current and useful.

The CO and at least one other person, such as a research coordinator or point of contact, must be listed in the directory if the command is conducting human subject research. This also is a requirement for obtaining an assurance.

PLEASE take a minute to verify that ALL the information, especially email addresses and phone numbers, about your command is complete and accurate. We want to be sure you get all the information we send.

**2. Assurances.** The directory lists the expiration date of each command's assurance. Some assurances are scheduled to expire in the next few months. It is each command's responsibility to ensure that it has an approved assurance. If a command's assurance expires, it no longer can conduct research.

Commands whose assurance will expire during the remainder of 2005 will receive an assurance application form with instructions for completing it. In the future, the assurance form, for both new assurances and renewal of existing assurances, will be posted on the DON HRPP website.

**3. Assurance Numbers.** With the approval of the Surgeon General as the DON HRPP single point of accountability and the sole assurance authority, DDR&E also re-established the DOD-DON assurance numbering system. The prefix is now DOD-N followed by a five-digit number starting with 40001. Please note that the R&D labs and SYSCOMs that were assigned NMA numbers must start using the newly-assigned DOD-N numbers in the directory immediately.

4. **DON HRPP is MOVING!** On 25 and 26 May we will move to BUMED temporarily while other spaces are being prepared for our expanded program. Our phone numbers and e-mail addresses will change. Please do not use our Verizon e-mail addresses after 24 May.

**Please hold off sending research protocols, etc. until after 1 June 2005.**

Our new mailing address (also listed in the directory) is:

Department of the Navy Human Research Protection Program  
Bureau of Medicine and Surgery (Code M53HR)  
2300 E Street NW  
Washington, DC 20372-5300

Our new phone numbers and e-mail addresses (after 24 May 2005) are:

Director – 202-762-0257  
Deputy Director – 202-762-0256  
Clinical Investigations Program – 202-762-0253

FAX: 202-762-3133

5. **Chief of Naval Research, Office of Naval Research has also moved!**

New address (also in directory):

Office of Naval Research  
875 Randolph Street  
Suite 1425 Code 34  
Arlington, VA 22033-1995

Director - 703-696-4038  
FAX: 703-696-1212

6. **Next Steps.** We will be working to revise the SECNAV Instruction 3900.39C, finalize a web-based education program, set up a website, and create a DON HRPP Guidebook.

We appreciate your feedback, thoughts, and suggestions. Please let us know what you need and what you think.